



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>September 2011</u> month:		Total Internship hours at the start of the	503.0
Week	Functions	Description	Hrs
1	Week's Activities	1 st two days included in August.	0
	Standard/Indicator		
	Communication with Mentor		
2	Week's Activities	<p>Labor Day – Day off:</p> <p>Installed Adobe Photoshop on remaining student workstations in the HSClab. Teacher insisting I install it on her personal computer or get her a laptop and put the software on it. I explained I have the wrong license – and I would investigate options more.</p> <p>Troubleshoot NovaNet error – had to wait on Pearson tech support to clear through Floresville.</p> <p>SRA – 2nd grade class setup; Scientific minds, 6 – 10 Science courses set up- teachers notified. Students uploaded, but informed their website out of date- students no longer free.</p> <p>Spanish room re-setup to work stripped of video conference equipment, except projector.</p> <p>Video lessons for Photoshop setup for teacher use.</p> <p>Coconverted Joomla1.6 sandbox to Joomla 1.7 Sandbox – it looks like it works, but it is totally empty. Requested Ken test it.</p> <p>Researching forms tools to enable principal form for walkthroughs.</p> <p>Laptop pricing & Adobe Photoshop licensing options.</p> <p>Received clarification about Adobe License – we can install a copy on the teacher's home laptop; however, she must sign a home use agreement promising it is only for school use and not personal gain. Showed documentation to Superintendent. She said create the document.</p> <p>I created the document and gave it to Superintendent.</p>	34
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	Discussed problems with Photoshop licensing and laptop vs. budget. Updated Superintendent on licensing issues, she told me to create the home use document.	

		<p>Updated on status of SRA and Scientific minds, Adobe Photoshop in HSCLAB, principal walk through software costs. Superintendent upset at costs. Said no to laptop, principal walkthrough software, additional licensing.</p> <p>Updated on research and development of updated webserver.</p>	
3	Week's Activities	<p>Initial revising and editing of District and Campus Improvement Plans.</p> <p>Review and analysis of 2010-2011 AEIS data.</p> <p>Aided TxEis staff with workstation issues, installed two backup drives for Elementary TxEis staff workstations.</p> <p>Working on making a USBKey with cloning, disk utilities, for troubleshooting and maintenance.</p> <p>CBC instructor ready to try AdobeConnect Class- configured two classrooms to work due to misunderstanding about the room in which it was needed. Worked before end of period Thursday. Completely reorganized the room, setup document camera, mobi, etc. to work in concert with the projector and Adobe connect in a central location in the room. Demonstrated use to teacher.</p> <p>Backup of TxEis files, Started Joomla 1.7 from scratch due to ACL issue in the version that was up. Purchased for the system – Contact form, Form utility, Document manager, updated template maker and template. Downloaded and installed most of these, minimal configuration on website – just got it running.</p> <p>Gradebook data entry VERY SLOW Stolle – tried some reconfigurations of her browser.</p> <p>Updated existing website with current links to fix broken ones. Updated OS of webserver.</p> <p>Checked progress of NovaNet students. Some issues discussed with Special education aide monitoring student progress. 1 - Student is not progressing as he should be.</p>	50
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.IV.TL.IV.B.2, S.V.TL.IV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	<p>Informed of initial revisions made to district and campus improvement plans, and distributed them via email and hard copy for their review.</p> <p>Informed video conference went off with some just in time configurations.</p> <p>Existing website updates made, working on new 1.7 sporadically.</p> <p>Discussed student issue with counselor and principal. They advised special education aide more frequent monitoring and instructional intervention.</p>	
4	Week's Activities	<p>Monitoring Nova Net student progress more closely. 2 are doing ok. 1 needs helps. Special Ed. Aide keeping me updated on student lack of progress. Addressed issue with Counselor and Principal again. It was determined that he be moved out of NovaNet to a more traditional class.</p> <p>Setup for ELA book/resource vendor meeting with ELA department.</p> <p>Reviewed existing internet contract, existing price quotes to move up to 10mg/s internet access. Created comparison table for school board.</p> <p>Reviewed existing contract with Wireless internet vendor, made corrections, printed for school board, presented pertinent information to school board. Superintendent reviewed prior to the meeting and spoke with Vendor- did not raise any concerns during the meeting. Wireless Internet upgrade contract approved after school board thoroughly read it.</p> <p>Superintendent would not sign it the next day, insisted on some changes, I made them, sent them to Wireless Contractor- it is now up in the air</p>	44

		<p>again.</p> <p>Converted 2 page document from USDA into a single page calendar document. Due to nature of document, trial and error – lunchroom director not specific about what she wanted – it took better part of two days, but I got it down to single page with non-discrimination disclaimer and USDA icon that should be reusable by her in later months. Will have to see what she wants to do to standardize the process and provide her instructions.</p> <p>Reviewed End of Course scheduling with counselor, only online tests this year are TELPAS and STAAR Accomodated.</p> <p>Power outage due to electrical wires being repaired in elementary building. Had to shut down everything. Switch issues when turned back on. The switch in the MDF demonstrated bad RAM issue again. Restarted it and watched other IDF's. Everything came back to at least what it was before the power outage. Need to revise the configuration of the switches again to get the aggregated pairs and triples to function. While power off, replaced the big batteries in the Main UPS unit with the help of the plant management staff.</p> <p>Backed up web and TxEis, installed TxEis and gradebook updates; Updated old R610 server to Server 2008R2Enterprise, setup two virtual machines. I will replace library OPAC web server. I will replace existing app-server on domain controller. Will convert base server into a domain controller. Will re-direct elementary student home directories to this server.</p> <p>Librarian, all three labs have supplies issues, must price and order supplies.</p>	
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	<p>Several discussion about Wireless vendor contract.</p> <p>Discussed Adobe License, Laptop, teacher again- teacher refused to sign the home use agreement. Principal said I need to find a laptop that will support Adobe Photoshop – heavy editing. Superintendent has not said to proceed with that.</p> <p>Discussed switch issue again. Need to do those reconfigurations soon. May need new switches. period</p>	
5	Week's Activities	<p>1 teacher had a weird startup issue – told her to restart it to see if repeated. It did not.</p> <p>Priced toner, worked directly with quill representative to get the best price on the toner, headphones, etc. needed for computer labs, and office staff printers.</p> <p>Went to CAASCD (Crossroads regional Association of Curriculum & Development) meeting in Victoria. Very informative.</p> <p>The schools represented are establishing book study groups to help teachers discover best practices to meet new assessment rigor. They will be meeting with parents in the upcoming weeks to inform them about what is going on with assessments, how it will impact classroom instruction and assessment. Summarized meeting notes for Superintendent, Principal, and Counselor.</p> <p>Quote did not arrive promptly, had to request it, turned it in for approval.</p> <p>With justified application for each expense.</p> <p>Students notified me Gym sound system just buzzing.... I gave them a set of speakers to go around.</p>	45.5

		<p>Met with vendor of current system, he found the issue. Staff members had added wires and extra speakers for last Pep rally. They left bald speaker wires touching. We uncrossed and tested the system, it was fine. I showed the superintendent who instructed me to discuss with the Cheer Coach (Adobe Photoshop Lady) – knowing full well she had already approved the cheer coach to order a separate speaker system to replace the existing system (5 years old) using cheer leader funds.</p> <p>Reviewing deployment strategies for machines that will replace TxEis Users' workstations and update 8 of the HSClab computers.</p> <p>Create ERATE 470 and RFP. Post year 15 RFP on website.</p> <p>Move district techplan into revision status for year 15.</p> <p>Remind teachers they will need to complete Star Charts prior to January comp. day.</p> <p>Make Principal requested revisions to High School Campus Improvement plan, return to principal.</p> <p>Renewed membership in CAASCD, Texas ASCD.</p> <p>Revised account information to delete departed teachers from the Texas Assessment site. Setup STAAR ALT groups and set the site to update from 2011 TAKS data. Check teacher accounts to be sure each has access to course specific student achievement data on the Texas Assessment site.</p>	
	Standard/Indicator	S1.TL1.A.-B, S.II.C.-D., S.III, TL.III.E. , S.IV.TL.IV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	<p>Alternate ways for people to print without inconveniencing them during instructional processes.</p> <p>Possibility of me going to Texas ASCD meeting – OK'd if her daughter has her twins, otherwise, she wants to go.</p> <p>Sound system issues...</p> <p>Machine deployment issues.</p> <p>Wireless contract issues.</p> <p>Notified that STAAR ALT- ready before Oct. 1. Deadline.</p> <p>Notified that 470 created, Tech plan moved to revision status and RFP posted.</p>	
Hours worked this month:			173.5
Total Internship hours to date including this month:			676.5

Monthly Reflection: It has been a busy month, pretty much a continuation of August getting everyone into school. I started the 470 process by setting up the district TechPlan to be revised and downloading it for printing to review and revise for SBDM review and revision suggestions.